

Instructions for Completing the MIRCal User Registration Package

To access the Office of Statewide Health Planning and Development's (OSHPD) Medical Information Reporting System for California (MIRCal), all hospitals must first complete and submit the MIRCal User Registration package which consists of the:

- MIRCal Facility User Account Administrator Agreement and
- Agent Designation Form (required only for hospitals that use Designated Agents)

It is the responsibility of the Hospital Administrator at each hospital to read these instructions and return the completed MIRCal User Registration Package to OSHPD. Please complete the following steps to register for MIRCal:

1. Determine who your MIRCal User Account Administrator(s) will be. This individual will be given the ability to maintain the users who will have access to submit and correct your facility's confidential data. Maintenance includes adding and deleting users, modifying user demographics, resetting passwords, unlocking accounts, and changing contact information for your hospital. This individual will be the central contact for your staff when handling user account related questions. Each hospital may designate as many as three MIRCal User Account Administrators within their hospital.
2. Once the MIRCal User Account Administrator(s) is determined, read and complete the MIRCal Facility User Account Administrator Agreement for each User Account Administrator appointed at your hospital. Make additional copies of the blank form, if necessary.
3. Does your hospital use a Designated Agent to submit their data? If so, complete the Agent Designation Form (OSHPD 1370.3) approving them to submit data on your behalf. Be sure to sign the form authorizing the Designated Agent to submit data on your behalf. Please note that Designated Agents will only have access to submit data and retrieve status of that data. Designated Agents will NOT have User Account Administrators.
4. You may make a copy of the completed forms for your records. Mail the original(s) to:

Office of Statewide Health Planning and Development
Patient Discharge Data Section
818 K Street, Room 100
Sacramento, CA 95814

Contact Information

Call your OSHPD Analyst or (916) 324-6147
E-mail mircal@oshpd.state.ca.us

The original must be sent and received before OSHPD can complete the processing of your forms.

Upon receipt and verification of these forms, OSHPD will confirm your enrollment by phone and provide MIRCal user names, passwords and the web-site address for MIRCal Data Submission. Once your MIRCal User Account Administrator(s) has access to MIRCal, they can create additional users or update facility contact information on-line directly to the OSHPD MIRCal system.